

KING COUNTY WOMEN’S ADVISORY BOARD BY-LAWS

I. NAME

King County Women’s Advisory Board (Hereinafter referred to as “Board”)

II. PURPOSE

The King County Women’s Advisory Board shall act in an advisory capacity to the County Executive, the County Council, and the Women’s Program with respect to matters concerning them. The Board shall examine and define issues pertaining to the rights and needs of women in the County, prioritize unmet needs of women, and make recommendations to the County Executive and the County Council to meet those needs.

It shall act in conjunction with the Women’s Program Coordinator in the following actions:

- A. Document the needs of women in King County;
- B. Recommend ways that the existing service-delivery system can be more responsive to the needs of women;
- C. Act as a proponent within the County government to improve the status of women;
- D. Implement a decentralized program, working with designated field representatives and other ongoing agencies to design and carry out program activities that will improve the status of women;
- E. Make recommendations to the County Council and the County Executive on legislation, policies, programs and funding necessary to carry out the purposes of Ordinance No. 4964;
- F. Inform and educate the public regarding the status of women.

III. MEMBERSHIP OF THE BOARD

- A. The Board is composed of one member nominated from each County Council District and two members nominated at-large by the County Executive. These nominees shall be appointed by the County Executive and confirmed by a majority of the County Council. Members must be residents of King County.

B. TERMS OF OFFICE

The term of office shall consist of three (3) years. No member shall serve more than two consecutive full terms on the Board.

C. VACANCIES

Any vacancy occurring in the membership shall be filled for the remainder of the unexpired term by the appointing authority.

D. ATTENDANCE/TERMINATION

A member who fails to attend three consecutive regularly-scheduled meetings without advising the Chair or Women’s Program office shall be removed.

After written notification to the member of termination, the position shall be declared vacant by the appointing authority.

IV. OFFICERS

The elected officers of the Board shall consist of the Chair, Vice Chair, and Secretary.

A. ELECTIONS AND TERMS OF OFFICE

The term of office shall be for one year elected annually at the regular May meeting of the Board. The term of office shall commence at the beginning of each regular July meeting.

Officers shall serve no more than two consecutive terms in each office.

B. DUTIES OF THE OFFICERS

1. The Chair is responsible for convening and conducting the meetings of the Board, for acting as spokesperson, for communicating and coordinating with the Vice Chair, and for performing other duties as designated by the Board.
2. The Vice Chair shall act in the absence of the Chair, perform such duties as designated by the Chair, supervise the orientation of all new Board members, and communicate and coordinate with the Chair.
3. The duties of the Secretary, including responsibility for the minutes and records of the Board and correspondence, shall be carried out by the Women's Program Coordinator unless otherwise designated by the Board.

V. COMMITTEES

Committees shall be established as determined by the Board on an as-needed basis. Committees so established shall be authorized to conduct such activities as are determined by the Board, but shall not have the authority to expend any Board funds without the prior approval of the Board. Each Committee shall give regular reports and make recommendations to the full Board.

VI. OPERATING PROCEDURES

- A. The Board shall employ a consensus form of governance
- B. A quorum consists of a simple majority of members in good standing.
- C. The Board shall meet monthly unless agreed upon by all members.
- D. By-laws shall be amended by sending a copy of the proposed changes to Board members at least one (1) week before the regular meeting. Approval to amend the by-laws shall require a two-thirds (2/3) majority of all members.
- E. Emergency meetings may be convened by the Chair by contacting all members within twenty-four (24) hours of said meeting, or by a majority

of members by written notification at least seven (7) days prior to said meeting.

- F. Consensus may be obtained through informal polling via e-mail, telephone and/or other methods that allow all Board members to participate equally. The Chair and Secretary shall make all reasonable efforts to contact all Board members and obtain their participation. Consensus obtained by such polling methods shall be considered a policy decision and shall be entered into the public record at the next regularly scheduled Board meeting.

VII. AGENDAS

- A. Agenda items shall be coordinated with the Board Chair and Women's Program Coordinator.
- B. Presentations by any person or group must be on the agenda and shall be given a specific allotment of time.

VIII. CONFLICTS OF INTEREST

- A. A conflict-of-interest exists when a Board member is also a member of the Board or an employee of an agency requesting funding from the King County Women's Program. Members shall identify and inform the Board when a conflict-of-interest exists and shall not participate in the discussion or voting on such funding issues.
- B. A Board member shall not identify herself as a Board member in giving endorsements to candidates, initiatives or other public policy issues.
- C. No endorsement, advocacy or support of an issue shall be made by the Board without prior approval of a majority of Board members present and voting.
- D. Board members shall not accept gratuities of any kind for their endorsements or vote on any given issue.